



HANOVER COUNTY BOARD OF SUPERVISORS

STANDING RULES & PROCEDURES

Readopted: April 13, 2016

Our Vision

A place inspired by its people, tradition and spirit, which will be the premier community for people and businesses to achieve their full potential

Our Mission

To be a premier community by providing superior service through creativity, innovation and sound financial practices

Our Values

- Integrity
- Accountability
- Respect
- Inclusiveness

***HANOVER COUNTY
PEOPLE, TRADITION & SPIRIT***

**STANDING RULES AND PROCEDURES OF
THE HANOVER COUNTY BOARD OF SUPERVISORS**

TABLE OF CONTENTS

I.	SCHEDULE AND TIME OF MEETINGS	1
II.	CONDUCT OF MEETINGS	3
III.	AGENDAS	6
IV.	CITIZENS' TIME	8
V.	APPROVAL OF MINUTES	8
VI.	CONSENT AGENDA	10
VII.	PUBLIC HEARINGS	11
VIII.	SCHEDULING OF PUBLIC HEARINGS ON ZONING APPLICATIONS	13
IX.	ELECTIONS	15
X.	BOARD COMMITTEES; BOARD APPOINTMENTS	15
XI.	CLAIMS AGAINST THE COUNTY	17
XII.	BOARD MEMBER REQUESTS FOR STAFF ASSISTANCE	18
XIII.	SUPERVISION OF COUNTY EMPLOYEES	19
XIV.	PRESS RELEASES	20
XV.	ANNUAL ADOPTION OF STANDING RULES AND PROCEDURES	20

STANDING RULES AND PROCEDURES OF THE HANOVER COUNTY BOARD OF SUPERVISORS

I. SCHEDULE AND TIME OF MEETINGS

A. Regular Meetings:

Regular meetings of the Board of Supervisors shall be held in the Hanover County Administration Building, typically on the second and fourth Wednesdays of each month, except as depicted on the schedule below. Regular meetings shall not extend beyond 10:00 p.m., unless extended by a majority vote of the Board. A motion to extend a meeting beyond 10:00 p.m. shall take precedence over any motion then on the floor. If the meeting has not been properly adjourned nor the meeting time extended, then at 10:00 p.m. the meeting shall automatically be adjourned to the next scheduled meeting date and time.

Schedule for Regular Meetings of Board of Supervisors

Month			
January		Second Wed 3pm	Fourth Wed 6pm
February		Second Wed 3pm	Fourth Wed 6pm
March		Second Wed 3pm	Fourth Wed 6pm
April		Second Wed 3pm	Fourth Wed 6pm
May		Second Wed 3pm	Fourth Wed 6pm
June			Fourth Wed 3pm
July			Fourth Wed 3pm
August			Fourth Wed 3pm
September		Second Wed 3pm	Fourth Wed 6pm
October		Second Wed 3pm	Fourth Wed 6pm
November		Second Wed 3pm	Fourth Tues 6pm
December		Second Wed 3pm	

B. Annual Meeting Schedules:

At the first meeting of each calendar year, the Board will adopt a schedule for its regular meetings for the remainder of the year. This schedule may modify the time, date, or place of a regular meeting as described above and add or delete one or more additional regular meetings in order to accommodate the requirements of anticipated Board business such as additional meetings for consideration of the budget. A copy of the annual meeting schedule will be posted at the Board meeting room and published in a newspaper of general circulation in the County at least seven days prior to the first meeting of the quarter. The annual schedule of regular meetings may be subsequently modified by the Board, as necessary, and such modifications will also be posted and published. The Board may amend the time, date or place of any scheduled meeting by resolution, provided that the change is advertised in a paper of general circulation at least seven days prior to the meeting and notice is posted and sent to persons on the Board meeting contact list.

C. Postponement of Regular Meetings:

If the Chair, or Vice Chair in the event the Chair is unavailable or unable to act, finds and declares that the weather or other conditions are such that it is hazardous for Board members and the public to attend a regular meeting, the meeting shall be postponed for a period of one week to the same time on the following Wednesday. Board members and the news media will be notified as promptly as possible, and notice will be posted on the front door of the Administration Building. All hearings and other matters previously advertised will be conducted at the continued meeting, and no further advertisement or notice is required.

In the event that the Chair should determine that the day for the continued meeting established above is not appropriate, the Chair shall declare an alternative day for the continued meeting, and such notice as is feasible under the circumstances shall be given to the press and public.

D. Special Meetings:

Special meetings of the Board of Supervisors shall be held as determined to be necessary by a majority vote of the Board of Supervisors. In addition, special meetings of the Board shall be held when requested by two or more of the members. Such request shall be in writing, addressed to the Clerk of the Board, and shall specify the time and place of the meeting and the matters to be considered at the meeting. The Clerk shall immediately notify each member of the Board and the County Attorney, in writing, to attend such meeting at the time and place described in the request. The Clerk's notice shall specify the matters to be considered at the meeting. The notice may be waived if all members of the Board attend the special meeting or sign a written waiver. No matter that was not specified in the notice shall be considered at such a special meeting, unless all of the members of the Board are present. The Sheriff's Office shall be notified of special meetings as soon as possible. Notice to the public of the special meeting shall be provided by publication at least one week prior to the meeting, if feasible, in addition to posting and distribution to the Board meeting contact list.

II. CONDUCT OF MEETINGS

A. The rules of parliamentary procedure set forth in Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings of the Board of Supervisors, except where otherwise specified by these rules or otherwise mandated by state law. Any rule of parliamentary procedure may be suspended by a two-thirds vote of the Board. Any standing rule set forth herein (e.g., the length of time permitted for public hearings, amount of time allotted to each speaker, etc.) may be suspended or modified by a majority vote of the Board.

B. For any meeting, a majority of the number of persons holding the office of Supervisor shall constitute a quorum. If a quorum has not been achieved within one-half hour from the time that the meeting was proposed to begin, then the Chair, or in his absence, the Vice-Chair, or in his absence

the senior member of the Board in length of service, may declare the meeting of the Board of Supervisors to have been canceled.

C. The Chair of the Board shall conduct the meetings and shall rule on interpretations of the rules of parliamentary procedure and these standing rules. Any member of the Board may appeal from a decision of the Chair interpreting the rules of parliamentary procedure or these standing rules. Such an appeal requires a second and will be determined by majority vote. The County Attorney shall advise the Chair and the Board on parliamentary matters.

D. The Vice-Chair shall preside over meetings of the Board in the absence of the Chair. In the event that neither the Chair nor Vice-Chair of the Board should be in attendance at a meeting where a quorum is, nonetheless, present, any member of the Board may call the meeting to order, and the members present shall elect a Chair pro tempore to preside over the meeting until the Chair or Vice-Chair arrives.

E. Members of the Board must be recognized by the Chair before proceeding to speak. Members of the Board shall address only the Chair or address other members and other persons present through the Chair. After being recognized by the Chair, a member of the Board shall not be interrupted during the time allowed for him to speak, except when a point of order is called or when being requested to yield the floor by another member.

F. No member shall hold the floor longer than five minutes without yielding to another member's request for the floor. This five minutes does not include time reasonably expended in asking for and receiving information from staff or other presenters.

G. In the debate, each member may speak as often as he or she wishes on any question but cannot make a subsequent speech if any other member desires the floor who has spoken a fewer number of times on the question.

H. At his or her discretion, a member may recognize any person in attendance at the meeting to speak for up to three minutes on any matter which is not the subject of a public hearing during the time that the member has the floor. The speaker's time will be deducted from the five minutes that such member is allowed to hold the floor. If requested by the Chair, the speaker must yield the floor after the time granted to him has expired.

I. The Chair shall designate a member of the Board to be responsible for advising the Chair of the Board when any time limit established in these standing rules has expired or if a member wishing to speak again during any discussion must yield to another member who has spoken fewer times.

J. The Chair may participate in the discussion and vote on any matter before the Board without being required to relinquish the chair.

K. The Chair may declare that all or any portion of a meeting will be held in "workshop format" to allow for informal discussion by Board members, for presentations by Board committees, citizen committees or staff, and for similar occasions where formal rules of procedure are not required.

L. Any question submitted to the Board shall be determined by the majority of the members voting on the question, except where the rules of parliamentary procedure or the requirements of state law specify a greater than majority vote. The Chair shall put the question to the Board for a voice vote, unless otherwise provided by law. Any member of the Board present at the time of a vote who wishes to abstain or otherwise not participate in the vote must affirmatively so state prior to the Board's consideration of the matter or at the time the vote is taken. If it appears to the Chair, upon the voice vote being taken, that the members of the Board are divided on any question, he or she shall request that the Clerk determine the vote of the individual members of the Board by roll call. A tie vote on any matter defeats the motion, resolution, or issue upon which the vote is taken.

Successive tie votes on a motion to approve and a motion to deny any proposed ordinance, ordinance amendment or rezoning shall defeat the proposed ordinance, ordinance amendment or rezoning. No member may change his or her vote on any matter, except through a reconsideration of the vote by the Board. At the conclusion of the vote on each motion, the Chair shall announce whether the motion has been adopted or defeated.

M. A motion which has already been voted on may be brought back for further consideration through the adoption of a Motion to Reconsider, as provided in Robert's Rules of Order; however, the reconsideration may take place only during the same meeting at which the vote to be reconsidered was taken. Nothing provided herein shall, however, be deemed to prevent the Board from considering at any time a matter or issue upon which it has previously taken action, following such notice and public hearings as may be required by law.

N. The Chair shall order the removal of any person whose behavior is so unruly or disruptive as to prevent the orderly conduct of the meeting.

III. AGENDAS

A. The agenda for regular meetings will generally include the following items:

- Invocation.
- Pledge of allegiance.
- Approval of minutes.
- Consideration of agenda amendments.
- Citizens' time(s) .
- Consent agenda.
- Administrative items.
- Closed Session.

- Presentations.
- Public hearings.
- Additional administrative items.
- Announcements and comments.
- Adjournment

B. Planning matters may be considered for the expedited public hearing agenda item if there was no identified public opposition to the matter at the time the case was heard by the planning commission, if there is no identified public opposition prior to the board public hearing and if executed proffers are in accordance with the staff and planning commission recommendations. Comprehensive Plan amendments, rezonings, conditional use permit applications and special exceptions which pertain to a single property or development proposal will be grouped together on the agenda. The Chair may combine the public hearings for a requested rezoning, conditional use permit and special exception, if they pertain to the same property or development proposal and are presented by the same applicant.

C. Variations from the standard agenda for regular meetings may be permitted by the Chair; provided, however, that all public hearings shall be held in the evening. The agenda for special meetings, workshops, and other meetings shall be established by the County Administrator, subject to approval by the Chair.

D. Matters may be placed on a Board agenda (1) by resolution of the Board, (2) upon the request of any member of the Board to the County Administrator, or (3) by the County Administrator with the concurrence of the Chair. The agenda, once distributed, may be amended by vote of the Board. The agenda and accompanying information shall be distributed to each member at least five days prior to the meeting.

IV. CITIZENS' TIME

A. Citizens' Time is an opportunity for citizens to present comments and information to the Board of Supervisors regarding any matter within the scope of the Board's authority that is not on the agenda for that meeting. Citizens' Time will be on the agenda near the beginning of every regular meeting of the Board. At regular Board meetings where there is both an afternoon and an evening session, Citizen's Time will be near the beginning of each session. Any person who desires to speak will be asked to provide his/her name, magisterial district and the matter to be addressed. Members of the Board of Supervisors may respond at the conclusion of Citizens' Time to comments or questions offered by citizens, and information that is readily available in response to citizen comments may be provided at this time. In addition, the Board may direct that the staff prepare a report or take other action in response to comments received during Citizens' Time.

B. During Citizens' Time, each speaker shall be permitted to speak for up to five minutes. In the event that the number of citizens' comments should exceed the time allotted on the agenda for Citizens' Time, the Chair may (1) request that the citizens return at the next regular meeting of the Board of Supervisors, (2) extend Citizens' Time or (3) consult with the Board of Supervisors as to whether to schedule a public hearing on any matter being discussed.

V. APPROVAL OF MINUTES

A. Minutes taken during a previous Board meeting will be distributed to the members of the Board with the Board package for review prior to the meeting of the Board at which approval is requested. Any member of the Board may request an amendment or correction of the draft minutes. Minutes of prior Board meetings, including any amendments or corrections, must be approved by vote of the Board .

B. It is the policy of the Board that minutes shall be concise, enumerating the following items:

1. Time, date and place of the meeting, members of the Board and key staff members in attendance. The Clerk shall record in the minutes the absence of any member of the Board from any portion of the meeting.
2. A concise statement of the matter before the Board, those persons speaking on the matter, and a synopsis of the statements.
3. A notation of specified issues or clarifications that have salient bearing on the matter being decided.
4. A notation of the memoranda and exhibits which accompany the matter before the Board which shall be filed with the Clerk's records of the meeting.
5. A statement of the specific request or recommendation being presented to the Board.
6. The specific and full text of each motion, substitute motion, and amendment considered by the Board. The result of the vote, passage or failure, shall be noted and the vote of each member recorded.
7. Such specific items, issues, comments, or votes, as requested by any Board member during a meeting but prior to approval of the minutes by the Board.
8. Such other matters as the Clerk shall deem necessary to provide a complete, accurate and understandable record of the deliberations of the Board.

C. Minutes of workshops and other meetings of the Board where no formal action is taken shall be summary in nature, indicating the time, date, and place of the meeting, members of the

Board in attendance, persons making presentations before the Board, and the topic or topics of the workshop or discussion.

D. Audio and video recordings of Board meetings shall be made whenever the meeting is held in the Board meeting room, and audio recordings shall be made at other locations whenever the location and format of the meeting practically permit. These recordings shall be retained by the Office of the County Administrator in accordance with the Records Retention Schedule prescribed by the Library of Virginia.

VI. CONSENT AGENDA

A. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the County Administrator and the Chair, will not require discussion and will be approved unanimously by the Board.

B. Prior to the consideration of a motion to approve the consent agenda, the Chair shall ask if any member of the Board would like to have an item removed from the consent agenda for discussion, for further information, or in order that there might be a separate vote on that item.

C. Any item or items which one or more members of the Board wishes to remove from consent agenda shall be removed by the Chair, and, at that point, a motion to approve the remaining consent agenda shall be in order. Items which have been removed from the consent agenda may be taken up by the Board immediately after the approval of the remaining consent agenda or may be scheduled for consideration later in the meeting by the Chair with the concurrence of the Board.

D. Proclamations, or recognition of exceptional service to the County: Board members may request proclamations be prepared for the consent agenda for recognition of awards, recognitions, or exceptional service to the County by employees who have served the County 15 years or longer.

E. For all consent agenda items that recognize the achievements of citizens and/or appointment of citizens, businesses, civic organizations and similar entities, the supervisor of the district within which the citizen resides or the business or other entity is located shall for all purposes be deemed to have been the board member who made the motion to approve the agenda item, if the supervisor is present at the meeting. Likewise, for any motion to approve or extend any zoning permit or other required authorization, the supervisor of the district within which the property is located, if present at the meeting, shall be deemed to have made the motion to approve. Except as specifically otherwise provided, the supervisor who made the motion to approve the consent agenda and the supervisor who seconded that motion shall be deemed to have been the supervisors who respectively made and seconded the approval of each individual item on the consent agenda. In the event that the supervisor who seconds the motion to approve the consent agenda is also the supervisor of the district in which the person or other entity being recognized resides or is located or of the district in which the property for which a permit is being sought, then the maker of the motion to approve the consent agenda will be deemed to have seconded the motion for this individual item.

F. Proclamations recognizing annual events or occurrences, such as Legal Assistant's Day, once adopted by the Board, may be updated at the request of the organization or person who requested the proclamation upon the approval of the County Administrator, unless the County Administrator determines that the proposed revision warrants Board consideration of a new proclamation.

VII. PUBLIC HEARINGS

A. Duration:

The duration of each public hearing shall be limited to one hour, except that the public hearing on the annual budget and any other public hearing on a matter determined by the Board to require an

especially high degree of public input shall be limited to two hours in duration. Any public hearing may be extended by resolution of the Board.

B. Time Per Speaker:

Each speaker shall be permitted to speak for up to five minutes. No person shall be permitted to "yield time" to a speaker during a public hearing. If, prior to the beginning of a public hearing, it appears to the Chair that there may be more prospective speakers than can be accommodated in the time available for the public hearing, the Chair may require that those persons wishing to speak sign a card indicating their intent. If there are more than twelve persons who wish to speak in the public hearing, the time allotted to each speaker shall be three minutes.

C. Special Provisions for Hearings of Zoning Applications:

These additional provisions shall apply to public hearings on applications for rezoning, conditional use permits, and special exceptions. The applicant and proponents of such applications shall be permitted to speak first, for up to a total of one-half hour. The applicant may take as much of the time available for proponents as the applicant desires, other proponents may speak for up to five minutes each, unless the amount of time remaining is not sufficient to accommodate the number of speakers, in which case each speaker will have up to three minutes each until time has expired. After the proponents have finished speaking, each person wishing to speak as opponents will have up to five minutes for a total of one-half hour. If there are more than six persons wishing to speak as opponents, each will have up to three minutes until the allotted time has expired. Finally, the applicant shall have five minutes for rebuttal; provided, however, that during rebuttal the applicant may only respond to statements made by opponents and may not raise new issues. After a case has been advertised for public hearing, it is the Board's expectation that the case shall be heard on the scheduled

date. Since the granting of a deferral is a determination to be made by the Board, the applicant shall come to the meeting prepared to present its case.

D. Questions:

The principal purpose of public hearings is to provide an opportunity for members of the public to provide input to the Board of Supervisors regarding the subject of the public hearing. Questions from speakers will be recorded by members of the staff who will attempt to answer the questions at the conclusion of the public hearing. Members of the Board of Supervisors may ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the public hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents.

VIII. SCHEDULING OF PUBLIC HEARINGS ON ZONING APPLICATIONS

A. After the Planning Commission has taken action on a rezoning request or application for conditional use permit, the case shall be scheduled for the next regular fourth Wednesday meeting of the Board of Supervisors when there is time available on the agenda, if all proffered conditions have been signed and submitted in satisfactory form and all substantial issues pertaining to consideration of the request by the Board have been addressed. In November the case will be scheduled for the fourth Tuesday, and in December for the second Wednesday. If the applicant requests deferral to a later agenda, prior to the advertisement of the public hearing, or if the application is not ready for Board consideration, the Planning Director, after consultation with the County Administrator, may schedule the application for a later agenda.

B. In order to assure that there will be an adequate opportunity for members of the public to be heard on rezoning cases, the agendas for the regular fourth Wednesday meetings of the Board

shall include only as many zoning matters as may reasonably be anticipated to be heard between 7:00 p.m. and 9:45 p.m. In the event that there are more zoning cases ready for Board consideration than can reasonably be accommodated on the agenda, items will be selected in the order of their application dates. Cases which cannot be accommodated on the agenda will be scheduled for the agenda of the next regular fourth Wednesday meeting of the Board; provided, however, that cases may be scheduled for any other evening meeting of the board with the concurrence of the Chair.

C. Where prompt consideration of a specific rezoning request is necessary to accommodate a reasonable development schedule proposed by a significant economic development prospect which will significantly benefit the citizens of Hanover County by enhancing the County's revenue base, it will be within the discretion of the County Administrator to schedule the consideration of the rezoning request by the staff, by the Planning Commission and by the Board of Supervisors, consistently with the demands upon the time of these entities and with good zoning practice.

D. Request for expeditious handling of special exceptions for fundraising events by charitable organizations, conditional use permits for the expansion of churches, and other activities related to nonprofit organizations may be approved by the County Administrator, if the approval will result in no significant disruption of the orderly processing of other applications awaiting approval.

E. If the Board has scheduled a public hearing on a zoning application for a specific date and it subsequently has become apparent that the necessary information or persons will not be available on that date, the Chair may reschedule the public hearing to a subsequent date, if the advertisement for the public hearing has not been published.

IX. ELECTIONS

A. The election of the Chair and Vice-Chair of the Board of Supervisors shall be made upon the nomination of any member of the Board, for which a second is not required.

B. The Chair shall open the floor for nominations for any election or appointment, and the Clerk of the Board shall note the nominations in the order in which they are made. Nominations may be closed by the Chair only after assuring that there are no further nominations to be made. If more than one person has been nominated for any office or appointment, then the Chair shall request an indication of affirmative votes by members of the Board for each nominee in the order of the nominations. The first nominee to receive an affirmative vote from a majority of the members of the Board present and voting shall be deemed to have been elected or appointed accordingly. In the event that no nominee receives an affirmative vote from a majority of the members present and voting, the name of the nominee receiving the fewest votes shall be withdrawn, and votes shall be recast.

C. The Chair and Vice-Chair shall serve for terms of one year and shall continue in their positions after the term has expired until a new election has taken place. When local elections have been held and a new Board is holding its first meeting, if neither the former Chair nor Vice-Chair remains on the Board, the County Attorney shall preside over the meeting until a Chair has been elected.

X. BOARD COMMITTEES; BOARD APPOINTMENTS

A. The Board shall have the following standing committees which shall consider matters referred to them by the Chair or the Board and report their findings and recommendations to the Board, as requested by the Chair or the Board: Community Development Committee, Finance Committee, Legislative Committee, Rules Committee, Joint Education Committee, Safety and Security Committee, and the County/Town Liaison Committee. The County/Town Liaison

Committee shall be comprised of the Chair and the Ashland District Supervisor; however, if the Ashland District Supervisor is Chair, then the Chair shall select another member of the Board to serve on the Committee. Otherwise, the number of Board members on each Standing Committee shall be determined by the Board and may vary from year to year. Members of each Committee shall be elected by the Board and shall serve a term that ends on the last day of the calendar year. The Chair shall designate one member of each Standing Committee to serve as chair of that committee. The Board may appoint one or more alternates to serve on any committee. Alternates shall receive all information and materials sent to regular members of committee and may attend any meeting of the committees; however, alternates shall vote in committee meeting only in the event of the absence of a regular committee member.

B. The Chair of the Board has the authority to appoint Ad Hoc Committees for special projects of the Board. Ad Hoc Committees shall be comprised of at least one Board member and as many additional Board members and citizens as the Chair deems appropriate and will terminate at the conclusion of the Chair's term unless continued by the subsequent Chair, who may appoint different or additional members.

C. Board members shall be voting members on the boards and committees to which they have been appointed, unless otherwise provided by the Hanover County Code.

D. Appointment of Citizens to Boards and Committees. The nomination of citizens for appointment to boards and commissions shall not require a second and shall be determined by vote of the Board. An information sheet will be made available for use by citizens seeking appointment to a board or commission to assure correct contact information and that their interests and qualifications are accurately noted. Candidates to fill vacant positions or expiring terms will be presented for Board consideration on the consent agenda with the approval of:

1. The candidate's respective Board member if the candidate is representing a magisterial district on the Committee, or
2. The Board member serving on the committee when a candidate does not represent a magisterial district, or
3. The Board Chair, in cases where there is no Board committee representative and the candidate is not representing a magisterial district.

E. All Board committees shall keep minutes, post notice of meetings and provide notice of meetings to those who have requested it. Board committee meetings shall be open to the public except for closed sessions as authorized by the Freedom of Information Act.

F. The County Administrator shall designate County employees to serve on regional boards and committees as required.

XI. CLAIMS AGAINST THE COUNTY

A. The consideration by the Board of Supervisors of monetary claims against the County of Hanover shall be governed by Virginia Code §15.2-1243, et seq., as these sections may be amended from time to time.

B. Persons wishing to present a claim against the County shall contact the County Attorney who, with the concurrence of the Chair and County Administrator, will determine a time and date during a regular Board meeting for presentation of the claim to the Board that is reasonably satisfactory to the claimant. The County Attorney shall notify the claimant or his agent by certified mail of the time, date and place when the Board will consider the claim.

C. All written materials, photographs and other documents to be presented to the Board shall be delivered to the County Attorney no less than nine days prior to the Board meeting when the claim will be presented. These materials, together with any documents compiled by the County

Attorney or other County staff, shall be sent to the Board with the agenda package six days prior to the Board meeting.

D. At the Board meeting, the claimant shall have an opportunity to make a verbal presentation within the time allocated by the Board which shall depend upon the nature and complexity of the claim. The County Attorney and/or County Administrator shall present their recommendation(s), and the claimant shall have an opportunity for rebuttal.

E. The Board may approve the claim as submitted, deny the claim in whole or in part, refer the matter to staff for further investigation or take the matter under advisement. In any event, a final decision will be made within ninety days from the date that the claim is received by the Board or its clerk, unless the claimant agrees to a longer time. The clerk of the Board shall notify the claimant in writing of the Board's decision, unless the claimant is present when the decision is rendered.

F. Any appeal by the claimant from the disallowance of a claim must be accompanied by bond and within the time frame established in the Code of Virginia.

XII. BOARD MEMBER REQUESTS FOR STAFF ASSISTANCE

A. Requests by Board members for assistance by administrative staff members, including department heads, in major projects requiring substantial amounts of time shall be directed to the County Administrator. Such requests may include, but are not limited to, requests for research, the compilation of information, the preparation of ordinances, resolutions or policies to be presented to the Board of Supervisors, attendance or presentations at meetings other than Board meetings, preparation of documents, etc. It shall be the responsibility of the County Administrator to assure that the project is referred to the appropriate department or departments, that the project is consistent with

the administrative staff's work priorities and schedules, and that work approved by the County Administrator is performed in an adequate and timely manner.

B. Requests for assistance in legal matters shall be directed to the County Attorney.

C. If the County Administrator or the County Attorney feels that a request for assistance from an individual Board member cannot reasonably be accommodated with the existing work load and priorities, the individual Board member shall be so advised, and, if necessary, the matter shall be placed on the next available Board agenda for further guidance.

D. Inquiries and requests for information, referral of citizen complaints and concerns, requests for assistance in interactions with citizens, etc., may be directed by individual Board members to the appropriate department head without going through the County Administrator.

E. Requests for information or inquiries as to matters pertaining to the Hanover School Division should be directed by Board members to his or her district representative on the School Board or to the County Administrator, whichever the Board member believes can most efficiently obtain the desired information.

XIII. SUPERVISION OF COUNTY EMPLOYEES

A. The County Administrator and the County Attorney report directly to and are supervised by the Board of Supervisors. The Board of Supervisors is responsible for making all decisions pertaining to the hiring, supervision, evaluation and termination of the County Administrator and the County Attorney. Performance evaluations, both in person and in writing, shall be performed at least annually within a reasonable time on or about July 1.

B. All other employees in the County administration report to and are supervised by the County Administrator, deputy county administrator(s), assistant county administrator(s) and the department heads. The County Administrator is responsible for the hiring, supervision, evaluation

and termination of deputy county administrator(s), assistant county administrator(s) and department heads; provided, however, that the County Administrator shall hire and terminate persons in these positions only after consultation with the Board of Supervisors in Closed Session. All other County administrative employees shall be hired, supervised, evaluated, and terminated by their respective department heads.

C. All employees in the County Attorney's Office shall be hired, supervised, evaluated and terminated by the County Attorney.

D. Except for the purpose of inquiry and referrals (as outlined above in item XII.D.), Board members shall deal with County officers and employees who are subject to the direction and supervision of the County Administrator, solely through the County Administrator, and neither the Board nor any member thereof shall give orders or direction, either publicly or privately, to any such County officer or employee. The County Administrator shall report to the Board of Supervisors in Closed Session any violation of the Rules by a member of the Board.

XIV. PRESS RELEASES

The Board of Supervisors, through its Chair, has the sole authority to issue press releases in the name of the Board concerning pending plans, actions, and policies of the Board. The County Administrator, in consultation with the Chair, may also issue press releases in the name of Hanover County. This policy is in no way intended to inhibit, limit, or impair the necessary flow of information from the County government to the citizens, nor does it restrict or limit in any way County employees from discussing County business with the press or with citizens.

XV. ANNUAL ADOPTION OF STANDING RULES AND PROCEDURES

The Board's Rules Committee will review the Standing Rules and Procedures during the first quarter of each year and advise the Board if any revisions are desirable.

Adopted 02/22/95
Revised 09/01/96
Readopted 01/08/97
Readopted 01/14/98
Revised 02/11/98
Revised 09/23/98
Revised 03/24/99
Revised 03/22/00
Revised 12/13/00
Readopted 01/10/01
Readopted 01/9/02
Readopted 01/8/03
Readopted 01/14/04
Revised 07/14/04
Readopted 01/12/05
Revised 02/23/05
Revised 09/28/05
Readopted 1/11/06
Revised 02/08/06
Readopted 01/10/07
Revised 02/28/07
Readopted 03/14/07
Readopted 01/09/08
Revised 04/05/09
Readopted 01/14/09
Revised / Readopted 07/22/09
Readopted 01/13/10
Revised/Readopted 04/14/10
Revised/Readopted 12/08/10
Readopted 01/11/12
Revised/Readopted 4/25/12
Revised/Readopted 5/9/12
Readopted 01/09/13
Readopted 01/08/14
Readopted 01/14/15
Readopted 4/13/16